



*Learning through hard work, friendship and fun.*

# **Mill Lane Primary School Rarely Cover Policy**

Adopted and ratified by governing body: June 2017

Review date: June 2020

## **Kirklees LA Advice on the WAMG Rarely Cover Implementation Process Guidance 2009**

### **Introduction**

**Rarely cover, is a statutory duty requiring schools to ensure that teachers rarely cover.**

'Rarely covering' is an integral part of the overall package of contractual change set out in the National Agreement and is designed to raise standards by freeing teachers and head teachers from tasks which do not require their professional skills and expertise and enabling them to focus on their core function of teaching and leading and managing teaching and learning. It should not be seen in isolation from the rest of the National Agreement 2003.

The objective of progressive movement towards a position where teachers may only be asked to cover rarely for absent colleagues was clearly set out in the National Agreement 'Raising Standards and Tackling Workload', which was signed in January 2003.

### **WAMG Guidance**

Rarely cover has been part of a long term structural change and should be managed **without detriment to current practice** in schools. Baljit Biring is the Local Authority contact on this policy.

### **Principles**

Kirklees LA believes that pupils have an entitlement to be taught by a qualified teacher. In line with the National Agreement, qualified teachers should always be responsible for teaching and learning in Kirklees Schools. Mill Lane Junior Infant and Nursery School ensure that all PPA is covered by qualified teachers.

### **Cover Strategies**

- Mill Lane has adopted the Kirklees Cover Supervision Policy: Policy for the use of support staff undertaking cover.
- Mill Lane buys insurance cover in for all its teachers and this kicks into place on the third day of absence.
- Kirklees recommendation is that HLTA or Cover Supervisors should cover no more than for two days or for regular weekly sessions.
- The Headteacher will ensure that cover is arranged for the absent colleague, usually Cover Supervisor on the first day and supply teacher for the second day.
- The employment of a Graduate Teacher this year has allowed the class teacher with the Graduate Teacher to cover for pre-determined courses so that more staff can attend training sessions.

## **Deployment of Staff**

Mill Lane already has a range of options to cover short term absences:

- Use of supply teachers
- Cover Supervisors
- Higher Level Teaching Assistants

## **Schools' historical pattern of absence**

The LA provides statistical information relating to staff absences to the school. This data is analysed and staff absences are monitored with patterns of absences checked.

## **Leave of Absence for reasons for other than sickness**

Rarely cover has implications for leave of absence. The Local Authority is currently reviewing its' agreed guidance on 'Special Leave and Time off arrangements' for teachers with the Unions and Professional Associations. The updated version will be on Ednet shortly. The Head teacher will ensure that staff and governors are aware of the 'Special Leave and Time off arrangements' and their responsibilities.

## **Frequently Asked Questions and Answers**

We have put some FAQs on Ednet:

<http://www.kirklees-ednet.org.uk/management/rarelyCover.htm>

The LSP are keen to further develop a bank of frequently asked questions and answers. Please email any questions to: [baljit.birring@kirklees.gov.uk](mailto:baljit.birring@kirklees.gov.uk)

## **Links to policies and guidance**

Schools will find the following local policies/guidance helpful:

- Cover Supervision Policy: Policy for the use of support staff undertaking cover  
<http://www.kirklees-ednet.org.uk/management/rarelyCover/Model-Cover-Supervisor-Policy.doc>
- Special leave of Absence for teachers  
<http://www.kirklees-ednet.org.uk/management/HR/typesOfLeaveTeachers.htm>